

Nebraska Department of Roads

# Request for Proposal

## Professional Architecture/Engineering Services

### Statewide ADA Improvements



April 2013

#### GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act (Neb.Rev.Stat. §81-1712), the Brooks Act (40 USC 544), and 23 CFR 172.5, the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for **Statewide ADA Improvements**. Qualified firms are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at [www.roads.ne.gov/rfp/](http://www.roads.ne.gov/rfp/).

All consultants interested in doing work for the NDOR are strongly encouraged to review the NDOR's template standard engineering agreement and insurance requirements prior to responding to this RFP. These documents can be found on NDOR's website.

The NDOR is seeking expressions of interest from consulting firms who wish to be considered to provide professional engineering/architecture services to support the NDOR in preparing plans and providing construction services for ADA improvements to NDOR owned facilities statewide. This will be a **State** contract that serves to support the NDOR for state funded services.

This Request for Proposal does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. NDOR reserves the right to award contracts to more than one qualified firm, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the NDOR to do so.

#### BASIC SCOPE

*Standard Work Category 110 (Information regarding the Standard Work Categories can be found on NDOR's website).*

The consultant will complete plans and construction documents for ADA improvements to be made to or near various State-owned facilities in accordance with recommendations made by a previous study. Example reports from this study are included in the document "Example ADA Reports" posted with this RFP. Improvements may include building, facility, and/or site improvements. The services to be provided will also include construction administration and inspection. Final inspection of all improvements shall be required. Upon completion of the construction of each project and the final inspection, the Consultant will issue a report

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confirming that all improvements were made in strict compliance with the plans and specifications and that they comply with ADA guidelines.

Projects to be included in bid packages will be as directed by NDOR. The annual construction cost of improvements is anticipated to be in the range of \$400,000 to \$600,000. The construction program is anticipated to last 5-6 years. It is the desire of NDOR to have the first bid package completed for a fall 2013 letting.

Services included in the Statewide ADA Improvements program include, but are not necessarily limited to:

- Preparation of plans, specifications and estimates (PS&E) including special provisions that may prevail. Project improvements which require strict compliance with ADA guidelines may include but are not limited to:
  - Building Modification
  - Signage Modification
  - Site/Parking/Infrastructure Modification
  - Building Access
  - ADA Ramp design
- Construction administration and inspection:
  - Construction Observation
  - Construction Compliance Correction and Reporting
  - Inspection Reporting
- Final reports documenting strict compliance with the bid documents:
  - Ensure Compliance with Construction Documents
  - As-Built Documentation
  - Final Reporting to NDOR and FHWA of Compliance

### **Required Qualifications of the Team:**

Consulting team shall be comprised of Architectural, Engineering, Construction Observation Specialists, and ADA Design and Compliance Consultants as necessary. It is NDOR's desire that key team members have a minimum of 10 years professional experience in their respective fields of specialization.

Selected consultant shall be provided with electronic copies of the "2012 ADA Compliance for Capital Facilities for NDOR" which was developed in conjunction with a third-party consultant which outlines the necessary corrections that will be developed into construction documents for bidding and construction.

## **DETAILS**

It is anticipated that one (1) Consultant will be awarded the contract for this work. The State reserves the option to select a second consultant as an alternate. The proposed contract will be negotiated annually for up to six years. Typical annual agreements may be Cost Plus Fixed Fee, Lump Sum, or Maximum not to Exceed contract.

***The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right, within any year, to accomplish the services with the selected consultant, select another consultant, or utilize its own forces.***

A minimum of three (3) consulting firms will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

## **EVALUATION CRITERIA**

### **Short List (100 pts.)**

- 1. Professional qualifications necessary for satisfactory performance (40 pts.)**
  - a. Qualifications of project manager and key team members to perform the work.
  - b. Consultant's team is capable of addressing all aspects of the design to be included in the project improvements.
  - c. Consultant's expert knowledge and understanding of policies, guidelines, and design for ADA facilities.
- 2. Specialized experience and technical competence in the type of work required (40 pts.)**
  - a. Applicability and relevance of comparable ADA improvement projects provided by the Consultant. (Consultant should limit its number of projects/programs to five (5) in their proposal.)
  - b. Applicable Computer programs i.e. MicroStation, AutoCAD, and other relevant programs.
  - c. Consultant has demonstrated understanding of key elements of the work.
- 3. Past Performance (20 pts.)**
  - a. Project design performance and schedule adherence on previous projects with NDOR.
  - b. Cooperation with NDOR staff on previous projects.
  - c. If firm has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients.

### **Final Selection (100 pts.)**

- 1. Professional qualifications necessary for satisfactory performance (40 pts.)**
  - a. Qualifications of project manager and key team members to perform the work.
  - b. Consultant's team is capable of addressing all aspects of the design to be included in the project improvements.

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- c. Consultant's expert knowledge and understanding of policies, guidelines, and design for ADA facilities.
- 2. Specialized experience and technical competence in the type of work required (40 pts.)**
  - a. Applicability and relevance of comparable ADA improvement projects provided by the Consultant. [Consultant should limit the number of projects/programs discussed at the interview to two (2)].
  - b. Applicable Computer programs i.e. MicroStation, AutoCAD, and other relevant programs.
  - c. Consultant has demonstrated understanding of key elements of the work.
- 3. Past Performance (10 pts.)**
  - a. Project design performance and schedule adherence on previous projects with NDOR.
  - b. Cooperation with NDOR staff on previous projects.
  - c. If firm has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients.
- 4. Quality of Interview (10 pts.)**
  - a. Presentation was clear and concise
  - b. Questions were answered logically and thoroughly by consultant.

## SCHEDULE OF ACTIVITIES

Schedule of Activities	Date (2013)	Time (CDT)
RFP Posted	April 24 - May 15	
Final Updates to RFP	May 8	5:00 PM
DR Form 497 on File at NDOR	May 15	
Drug-Free Workplace Policy on File	May 15	
Proposals Due	May 15	5:00 PM
Short-List Firms	June 7	5:00 PM
Interview	June 21	TBD
Post Final Selections	June 28	5:00 PM

## INSTRUCTIONS

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

***Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Assistant Agreements Engineer, John Thomas, at: [John.Thomas@nebraska.gov](mailto:John.Thomas@nebraska.gov)***

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as "Update." Firms interested in this RFP are responsible for checking for updated information. No updates will be posted after **May 8, 2013**.

Other relevant information on NDOR's web site includes the following:

1. Nebraska Department of Roads Submittal Form
2. Standard PE Agreement
3. Drug Free Workplace Policy Example
4. DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"

Interested consultants must have a current DR Form 497, "Architect, Engineer, and Related Services Certification Form" on file with the NDOR prior to **May 15, 2013**.

While the "Drug-Free Workplace Policy" is not a submittal requirement, all firms must have an acceptable "Drug-Free Workplace Policy" on file prior to **May 15, 2013**.

## **SUBMITTAL OF PROPOSALS**

Submittals are to include the following in the order given below:

1. Front cover to include the Prime Consultant, Sub-consultants (if applicable), and title of project/service.
2. A letter of interest not to exceed two (2) pages.
3. The Department of Roads' "Submittal Form 2013" must be filled out with respect to the prime and the subconsultants for all projects of interest to the consultant. If the form is not filled out with respect to each project of interest to the consultant, the State will assume the consultant is not interested in that project.
4. Organizational Chart not to exceed one (1) page.
5. A narrative responding to the established evaluation factors not to exceed ten (10) pages.
6. A maximum of ten (10) pages of additional supportive material such as charts, tables, resumes, or photos.
7. DR Form 498 not to exceed six (6) pages for the prime consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be spiral bound. No 3-ring binders.

Six (6) copies of the submittal must be sent to the following:

Agreements Engineer  
Nebraska Department of Roads  
Planning and Project Development Division  
1500 Highway 2  
PO Box 94759  
Lincoln NE  
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic version of the Consultant's proposal is not a submittal requirement. Those firms short-listed will be asked to submit an electronic copy of their proposal in PDF format.

***All information must be received by 5:00 p.m. on May 15, 2013.  
No exceptions to this deadline will be given.***

### **Interviews**

The short-listed firms will be notified by telephone of the interview time and duration. Interviews will be capped at 30 minutes max; please allot at least 5 minutes for questions and answers. The NDOR will provide the short-listed firms with any prepared questions or topics to be addressed during the interview.

The NDOR will make every effort to post the short-listed firms and the interview schedule on the NDOR's website by **5:00 p.m. Friday, June 7, 2013.**

The NDOR's selection committees will conduct interviews with the short-listed firms on **June 21, 2013** at the Nebraska Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska.

Upon completion of all the interviews, and Director-State Engineer approval, the selected firms will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by **5:00 p.m. on Friday, June 28, 2013.**

Randall D. Peters, P.E.  
Director-State Engineer  
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER